

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Right-of-Way Program Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages and administers the Right of Way program. Negotiates and administers utility franchise agreements. Supervises the operation of the Right of Way permit office.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages the City right-of-way program by issuing policy and procedures, negotiating utility and telecommunications franchise agreements, drafting utility and right-of-way ordinances, developing program goals and objectives, managing consultant contracts, enforcing city ROW codes and policies, preparing program budget, verifying compensation, preparing performance indicators, preparing reports and presentations, preparing grant applications, assisting with designing transportation and telecommunication policies and monitoring related regulations.
2	L	Oversees the Permit Office by issuing and approving permits for excavations, temporary traffic control, hauling and oversized loads and special events; overseeing staff training, assignments, evaluations and discipline; processing site plan reviews; and monitoring permit revenues and reports.
3	L	Performs other duties by providing public information, receiving citizen inquiries and complaints, investigative problems, developing solutions, participating in public meetings, providing status reports, publicizing traffic pattern changes, attending inter- and intradepartmental meetings, and serving on committees.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years
Certifications and Other Requirements	Valid Driver's License; Engineer In Training (EIT) Certification or equivalent.
Reading	Work requires the ability to read contracts, construction drawings, manuals, City codes and policies, memoranda, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as geometry and algebra used for engineering calculations.
Writing	Work requires the ability to write reports, project bulletins and schedules, ordinances, grant applications, presentations, memoranda, and general correspondence.
Managerial	Managerial responsibilities include managing the program budget, coordinating daily activities, and developing goals and objectives.
Budget Responsibility	Researches documents, compiles data for computer entry, and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires functioning as a program manager and includes overseeing work quality, training, instructing, and scheduling work. Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring, disciplinary actions, and work objectives; effectiveness; and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. Occasionally, 10-25 lbs. Frequently, or up to 10 lbs. Constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Assisting personnel, fieldwork, plan reviews
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Inter-office, field investigations, to/from job sites
Lifting	O	Files, blueprints, maps, equipment
Carrying	F	Manuals, files, blueprints, maps, equipment
Pushing/Pulling	F	File cabinet drawers
Reaching	F	Files, blueprints, telephone, on high shelves
Handling	R	Equipment
Fine Dexterity	F	Computer keyboard, writing, calculator, taking exact measurements
Kneeling	O	Pulling files, field investigations
Crouching	O	Pulling files, field investigations
Crawling	N	
Bending	O	Pulling files, field investigations
Twisting	O	To/from desk and computer, field investigations
Climbing	R	Field investigations, stairs, ladders
Balancing	R	Field investigations, on stairs or ladders
Vision	C	Computer monitor, reading, field inspections, driving
Hearing	C	Communicating with personnel and general public, on telephone
Talking	F	Communicating with personnel and general public, on telephone
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, calculator, cellular telephone, pager, digital camera, computer, printer, scanner, standard Microsoft Windows and Office software, Internet, FoxPro; GIS, Hansen, Powerpoint.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, steel-toed boots, rain gear, safety goggles, hearing protection, safety vest

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N